

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Victim Advocate
DEPARTMENT: Prosecuting Attorney
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: March 1997

STATUS: Full-time

DATE REVISED: December 2008

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Victim Advocate for the Perry County Prosecuting Attorney, responsible for advocating crime victims' rights and providing information and support services to victims during the legal process.

DUTIES:

Reviews all cases involving crime victims and assists victims with the legal process and Court procedures. Informs crime victims of their rights as entitled by the State of Indiana, explains criminal justice system, obtains medical records of victims, photographs victims as appropriate, answers questions, reviews case status, and recommends appropriate support services.

Familiarizes victims with Indiana's Violent Crime Fund and assists victims with completing victim compensation forms and filing protective/no contact orders.

Maintains written and telephone communication with crime victims throughout the legal/court process, discussing options, providing notices of impending Court dates, providing updates on case status, and providing notices of possible plea negotiations.

Prepares victims and witnesses for trial and depositions, including providing witness orientation, obtaining interpreters and/or translators as needed and accompanying victims to criminal hearings.

Maintains contact with Prosecutor and Deputy Prosecutors, presenting victim concerns, scheduling appointments and assuring court appearances, and assisting prosecutors in obtaining additional information pertaining to cases.

Prepares and processes restitution claims, monitors payments by offenders, and mails restitution checks to victims. Assists victims in retrieving stolen property, including preparing release of evidence forms and contacting appropriate law enforcement agencies.

Assists victims in obtaining needed services/assistance, such as counseling, physical rehabilitation, legal, health, mental health, and financial, including making referrals to community service agencies and providing or arranging transportation.

Maintains current addresses of victims, updating addresses as victims relocate.

May respond to scenes, hospitals and police departments as needed.

Maintains case files, enters data in computer, and completes statistical and other reports as required by supervisor and/or granting/regulating agencies.

Communicates with a wide variety of personnel and officials from law enforcement and related County agencies, social services, schools, and other organizations to assist victims, make referrals, and coordinate services and protection/assistance procedures. Disseminates victim advocacy literature in appropriate locations.

Periodically reviews the citizen complaint process and makes appropriate changes.

Administers Victim Assistance Grant, including completing annual grant application, preparing budget, preparing financial activity and narrative reports, preparing and processing claims for payment, and monitoring budget.

Sends notices to victims and/or next-of-kin informing them of inmate petitions/hearings for parole or clemency.

Continually researches victims' issues and maintains current knowledge of applicable laws and procedures regarding victim advocacy. Attends professional education workshops/seminars as needed.

Provides testimony in legal proceedings/court as necessary.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in social work, counseling, criminal justice or related field.

Ability to meet all Department hiring requirements, including passage of criminal history check.

Thorough knowledge of guidelines applicable to working with crime victims and familiarity with social agencies/services available to Perry County residents, with ability to assess crime victims' needs and make effective and appropriate referrals.

Knowledge of criminal justice system and statutes involving domestic violence, sex crimes, and crimes against children, experience in crisis intervention/interviewing, and ability to explain and interpret Court actions.

Knowledge of standard procedures and practices of the Perry County Prosecutor's Office and County Court system, with ability to apply appropriate procedures accordingly.

Working knowledge of standard office procedures and computer software programs used by the Department, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of grant writing and administration, and ability to complete and submit grant applications, prepare financial reports, and maintain related documentation.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed written reports as required.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to operate standard office equipment, such as computer, typewriter, calculator, copier, telephone, fax machine, and camera.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Courts, Probation, law enforcement personnel, social service agencies, victims, Crisis Intervention, Indiana Criminal Justice Institute, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain and follow oral and written instructions.

Ability to compare and observe similarities and differences between data, people or things.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.

Ability to prepare and present educational programs and speak before large groups of people.

Ability to testify in legal proceedings/court.

Ability to occasionally work extended hours, evenings and/or weekends, and occasionally travel out of town for training and hearings, sometimes overnight.

Ability to occasionally respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties that are complex in nature and require careful consideration of new and/or unusual circumstances, exercising judgment in interviewing victims, assessing individual needs, referring services to victims, and developing new programs and procedures to effectively resolve recurring problems.

III. RESPONSIBILITY:

Incumbent assures proper assistance for crime victims, providing referrals and direct services as individual cases demand. Assignments are performed according to standard Department policies and procedures and specific detailed guidelines. On rare occasions, decisions are made in the absence of specific policies and/or guidance from supervisor. Errors in work are primarily detected or prevented through supervisory review and notification from other departments, agencies or the public. Undetected errors could result in loss of time to correct error and/or inconvenience to other agencies or the public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, Courts, law enforcement personnel, social service agencies, victims, Crisis Intervention, Indiana Criminal Justice Institute, and the public for purposes of exchanging information and providing counseling/education.

Incumbent reports directly to Prosecuting Attorney.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, standing/walking at will, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, reaching, bending, crouching/kneeling, keyboarding, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to hostile/argumentative persons and/or emotionally distraught individuals.

Incumbent occasionally works extended hours, evenings and/or weekends, and occasionally travels out of town for training and hearings, sometimes overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Victim Advocate for the Prosecutor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name